eRecruitment

Approver User Manual

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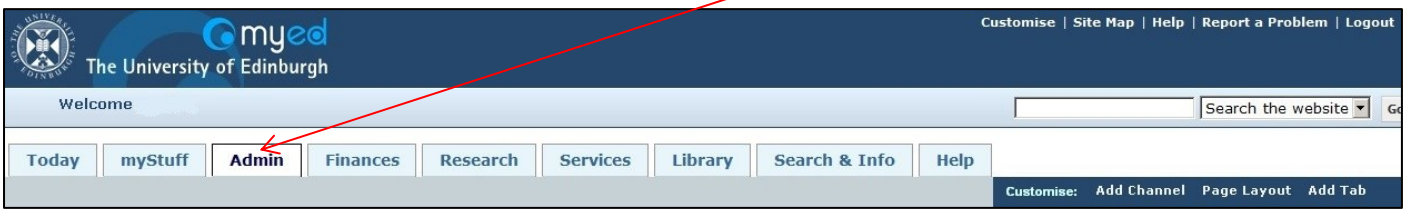
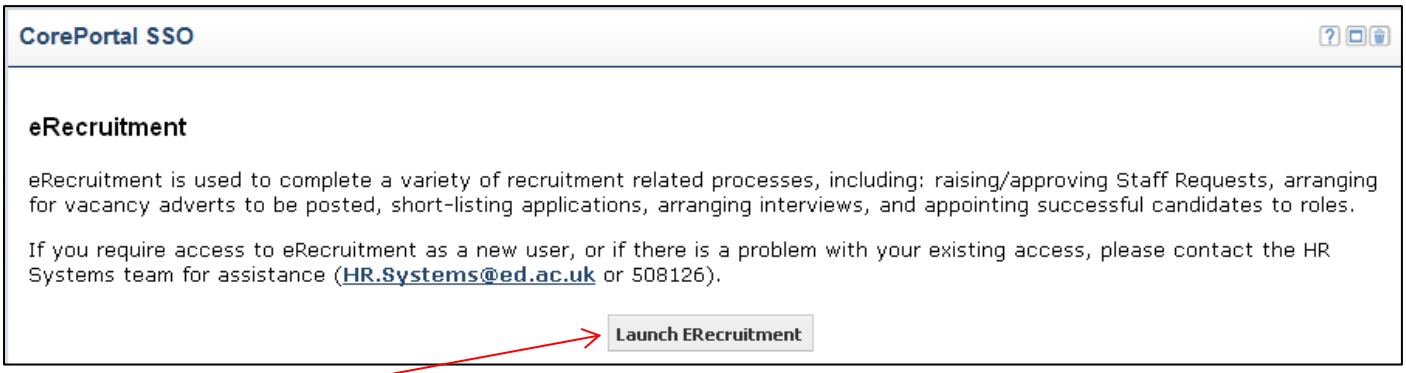
How to access the eRecruitment system

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab

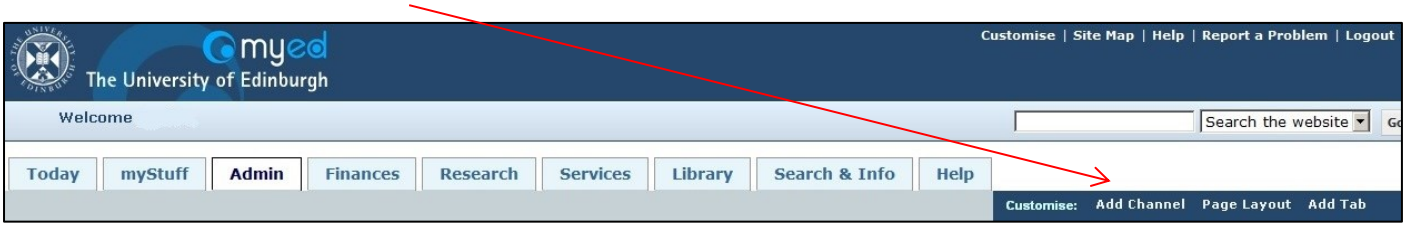


You will see various channels on this page and may automatically have the eRecruitment Channel loaded for you.


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

If you cannot see the eRecruitment Channel on your Admin page, then add the channel.
You can do this by clicking **Add a Channel** within the **Customise** bar

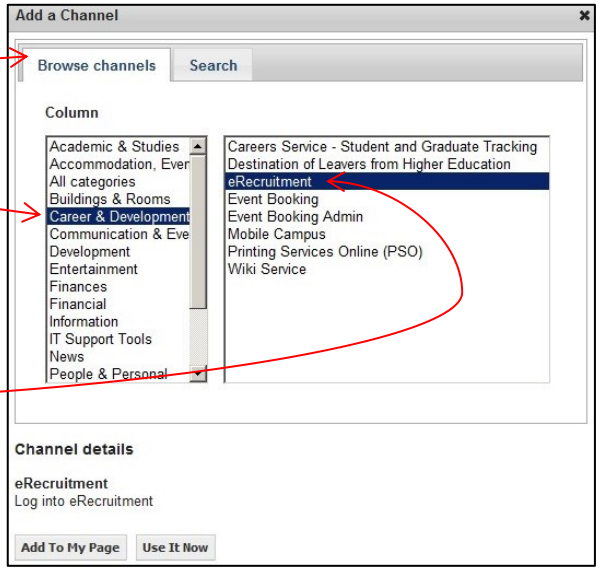


From the tab called **Browse Channels**

Choose **Career & Development**

Then choose **eRecruitment**

Then click the **Add to My Page** button

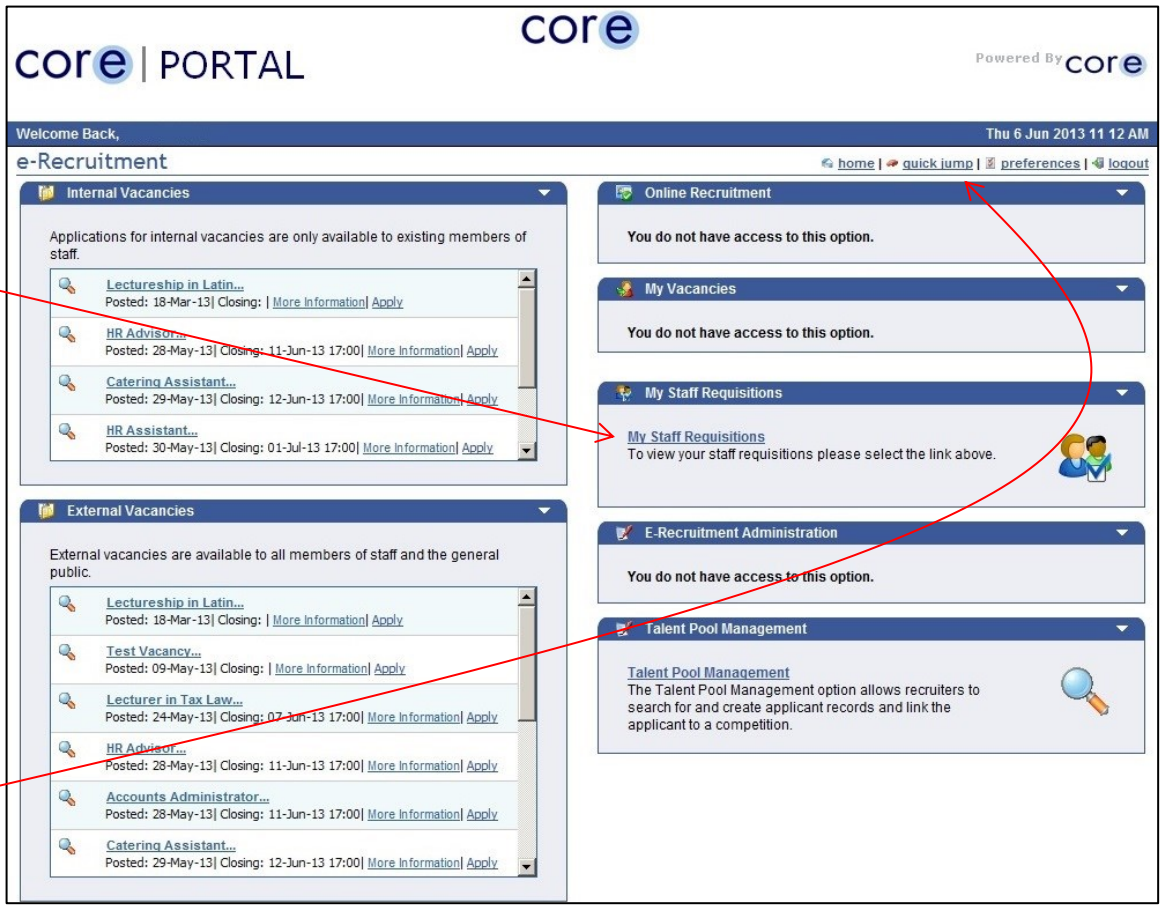


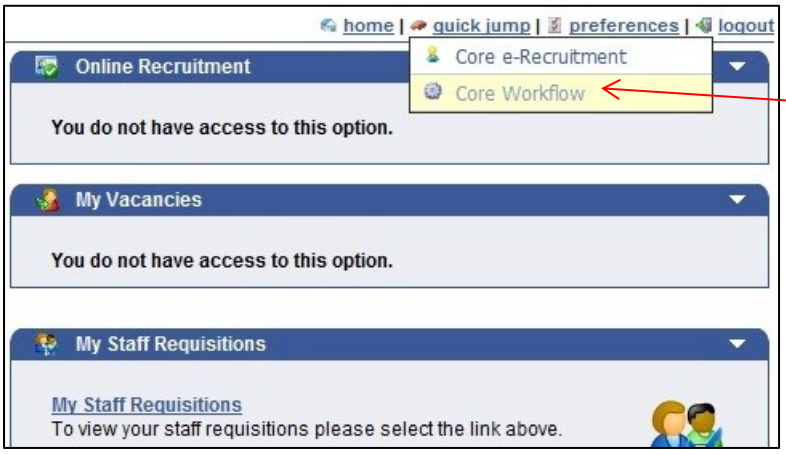
When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:

We refer to this screen as the Portal, where we initiate the process by way of a **Staff Requisition**.

For Approvers, some of the work is completed in the **Core Workflow**.

To access the **Core Workflow**, you need to click on the **Quick Jump** link.


core
core | PORTAL
Powered By core
Welcome Back,
Thu 6 Jun 2013 11 12 AM
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Lectureship in Latin... Posted: 18-Mar-13| Closing: | More Information| Apply
HR Advisor... Posted: 28-May-13| Closing: 11-Jun-13 17:00| More Information| Apply
Catering Assistant... Posted: 29-May-13| Closing: 12-Jun-13 17:00| More Information| Apply
HR Assistant... Posted: 30-May-13| Closing: 01-Jul-13 17:00| More Information| Apply
External Vacancies
External vacancies are available to all members of staff and the general public.
Lectureship in Latin... Posted: 18-Mar-13| Closing: | More Information| Apply
Test Vacancy... Posted: 09-May-13| Closing: | More Information| Apply
Lecturer in Tax Law... Posted: 24-May-13| Closing: 07-Jun-13 17:00| More Information| Apply
HR Advisor... Posted: 28-May-13| Closing: 11-Jun-13 17:00| More Information| Apply
Accounts Administrator... Posted: 28-May-13| Closing: 11-Jun-13 17:00| More Information| Apply
Catering Assistant... Posted: 29-May-13| Closing: 12-Jun-13 17:00| More Information| Apply
Online Recruitment
You do not have access to this option.
My Vacancies
You do not have access to this option.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.
E-Recruitment Administration
You do not have access to this option.
Talent Pool Management
Talent Pool Management
The Talent Pool Management option allows recruiters to search for and create applicant records and link the applicant to a competition.


home | quick jump | preferences | logout
Core e-Recruitment
Core Workflow
Online Recruitment
You do not have access to this option.
My Vacancies
You do not have access to this option.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on Quick Jump

Then Core Workflow

How are Approvers notified and Multiple Approvers

Before a staff request can be converted into a vacancy and published on the jobs website, 2 levels of approval are required.

This is also known as the Staff Request approval.

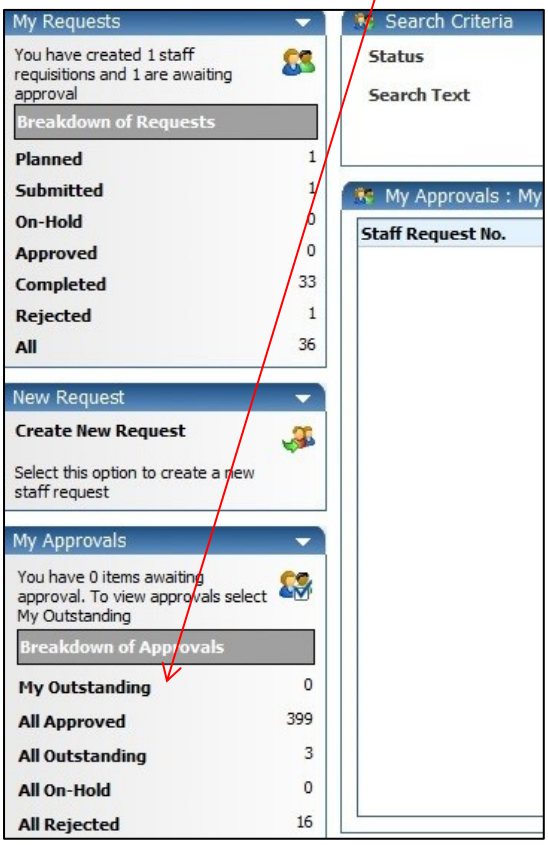
The 1st level of approval is typically a person within Management.
This level of approval is at either the School or Department level.

The 2nd level of approval is typically a person from Human Resources or Senior Management.
This level of approval is at either College or Support Group level.

For the 1st level of approval, more than 1 person can be nominated as the approver.

When the originator has submitted the staff request, a system generated email is sent to all the 1st level approvers designated to the same area of responsibility as the originator. The email is sent to all the 1st level approvers at the same time and will notify the 1st level approver that a Staff Request is awaiting their approval.

Any one of the 1st level approvers can approve the Staff Request and when it has been approved, the Staff Request will no longer appear in the **My Outstanding** section in eRecruitment for any of the 1st level approvers.



When the 1st level approver has approved the staff request, a system generated email is sent to all the 2nd level approvers designated to the same area of responsibility as the originator. For the 2nd level of approval, more than 1 person can be nominated as the approver. The email is sent to all the 2nd level approvers at the same time and will notify the 2nd level approver that a Staff Request is awaiting their approval.

In addition to the Staff Request approval, there is also the Appointment approval.

This approval is required after a successful applicant has been offered the role and the appointment details have been entered into the system.

When the appointment details have been entered, a system generated email is sent to all the 1st level approvers designated to the same area of responsibility as the originator. The email is sent to all the 1st level approvers at the same time and will notify the 1st level approver that an Appointment is awaiting their approval.

How to access a Staff Request awaiting approval

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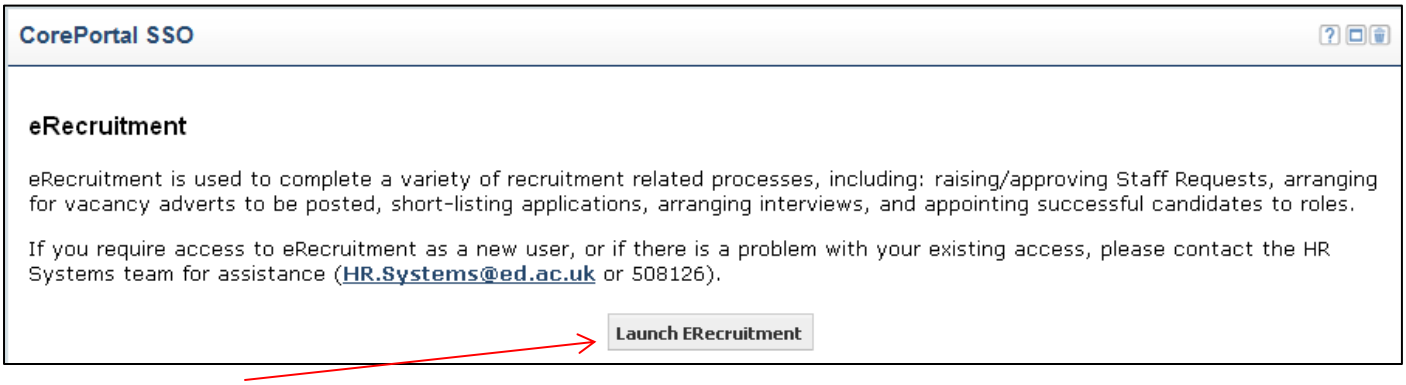
CorePortal SSO
eRecruitment
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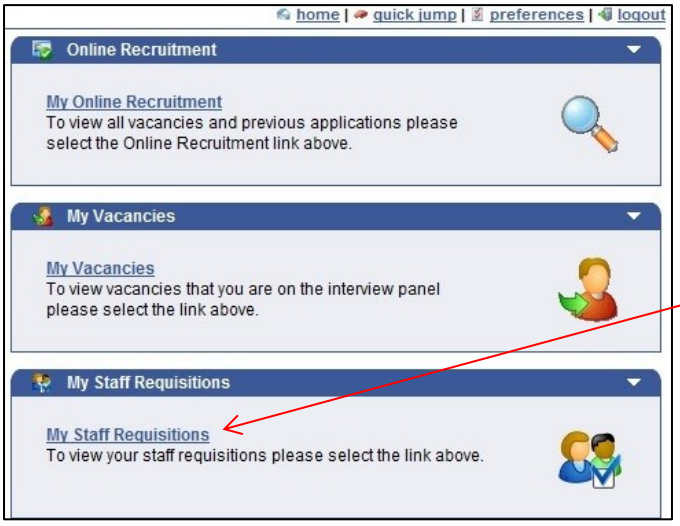
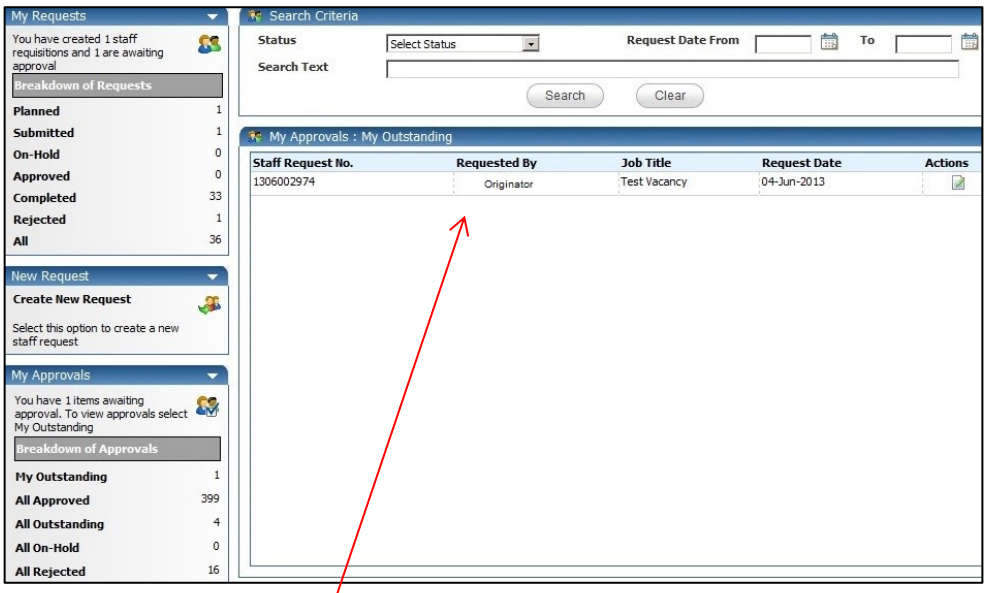

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

After clicking on My Staff Requisitions, the default screen will be **My Requests: Planned**

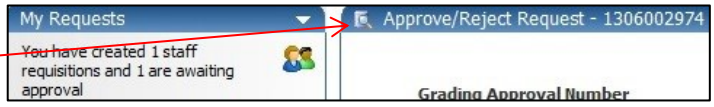
Click on **My Outstanding**



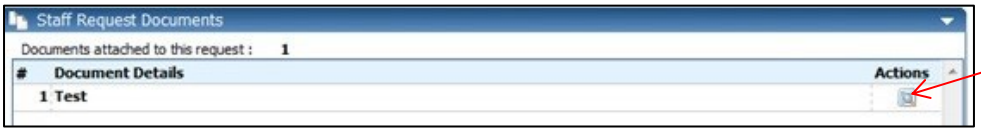
Then a list of the staff requests that require approval will appear.

To open the staff request and approve or reject the request, click on the icon

A new window will open headed with Approve/ Reject request.

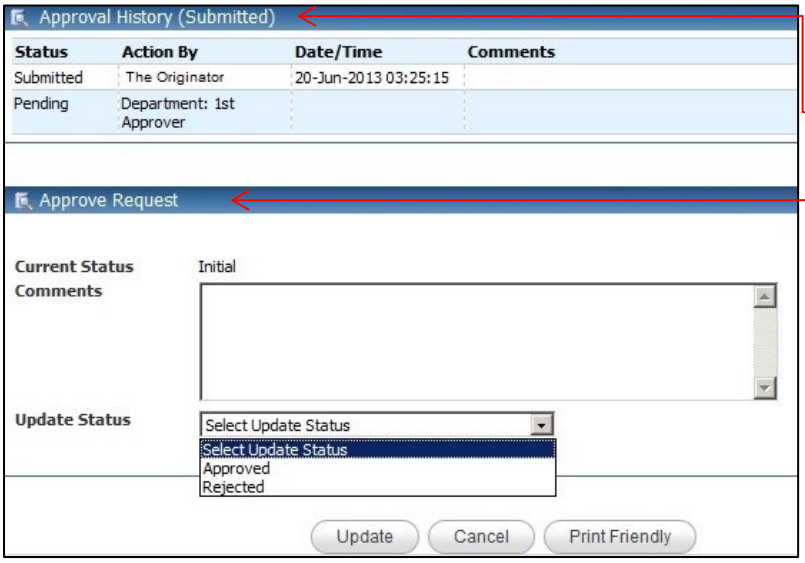

My Requests
You have created 1 staff requisitions and 1 are awaiting approval
Approve/Reject Request - 1306002974
Grading Approval Number

Scroll to the bottom of the screen and you will see:



If the Originator attached documents, the approver can review this by clicking on the icon.

When prompted, click **Open** and the document will open in a separate window.



Approval History section

This section allows you to see the audit trail. If there is more than one 1st Approver, this will indicate if the request has been approved by a peer approver with date and time stamp.

Approve Request section

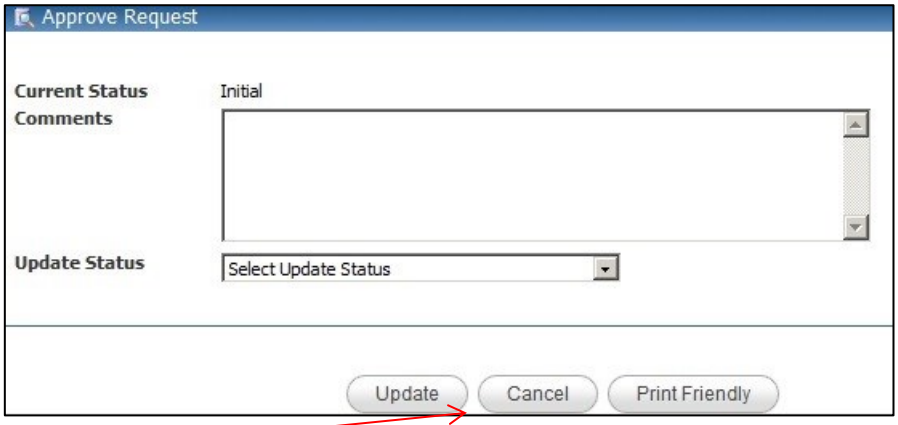
This section allows you to approve or reject the request by clicking on the **Update Status** drop down list.

How to leave a Staff Request without approving

An assumption is made that the approver is in the staff request and is not able to review the staff request at that particular time and will need to re-visit the exercise at a later date.

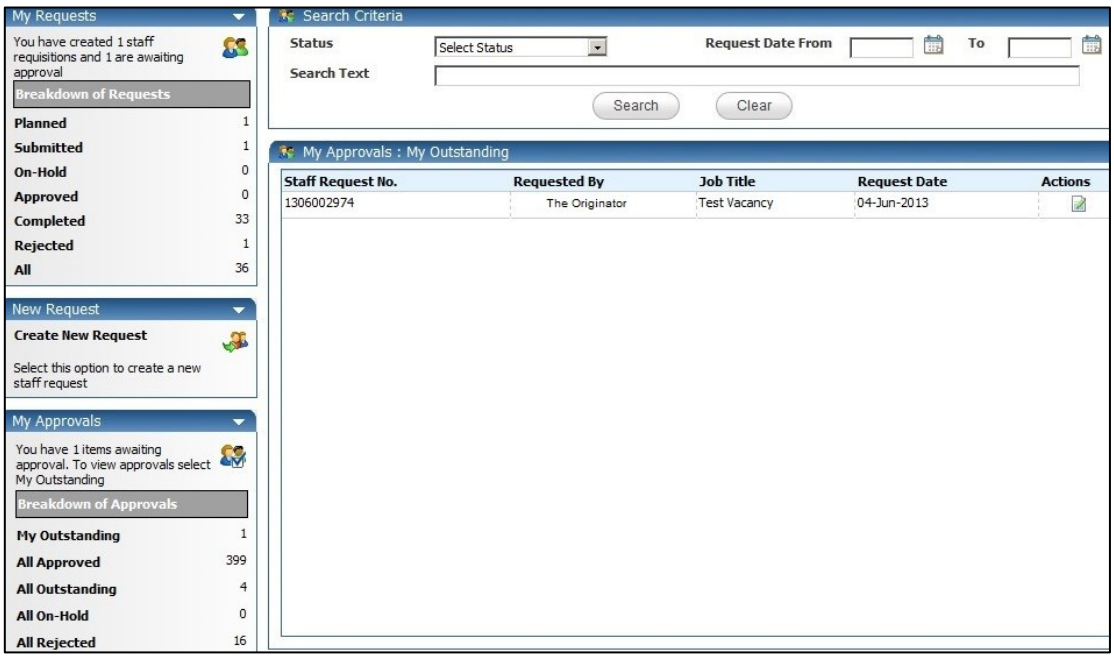
The approver will be in the Approve / Reject request window.

Scroll to the very bottom of the window



Click on the **Cancel** button

This will return the approver to the **My Approvals : My Outstanding** screen



Close this window and exit the eRecruitment system.

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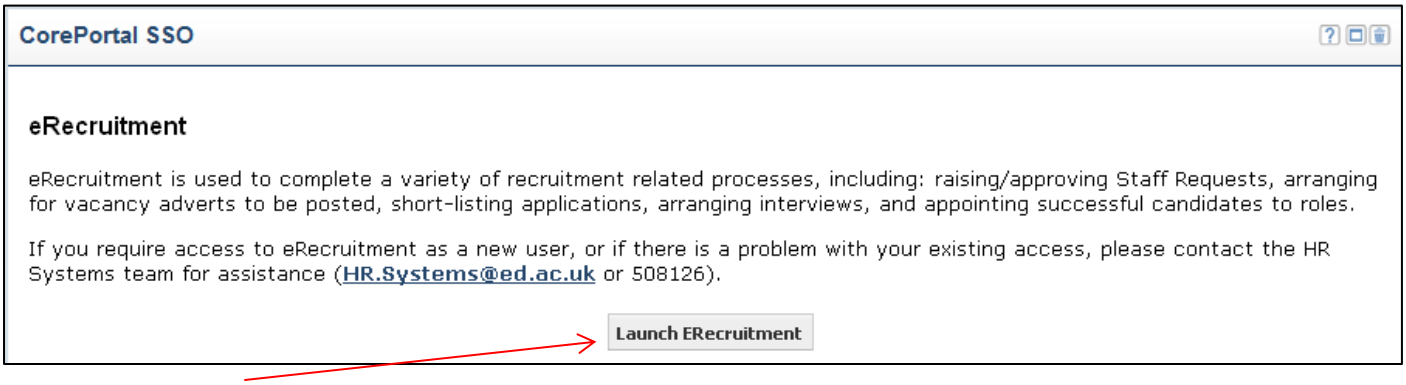
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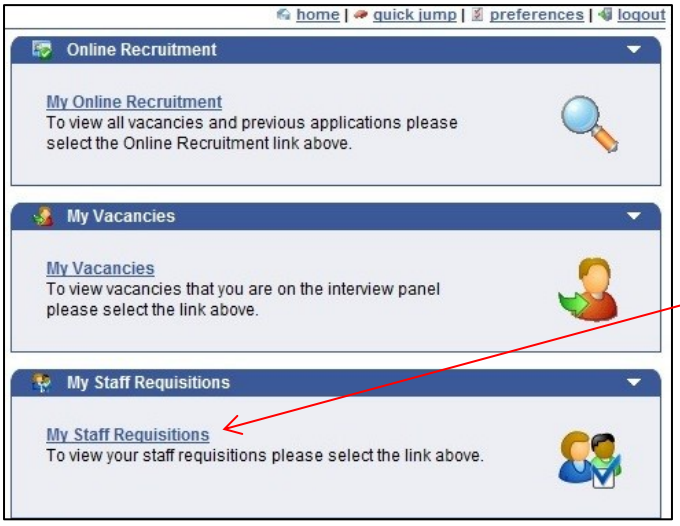
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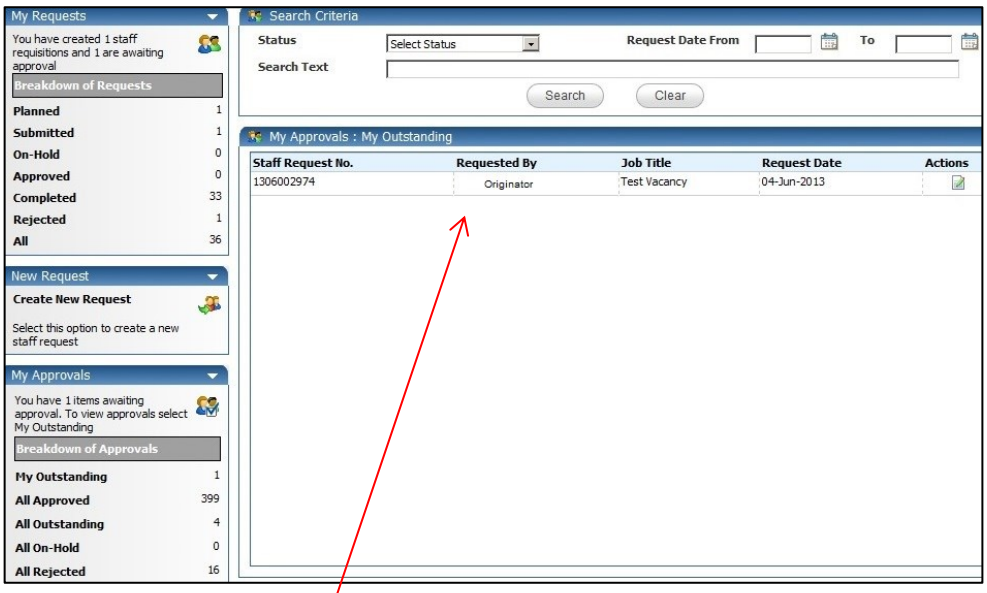

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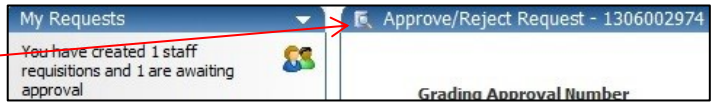
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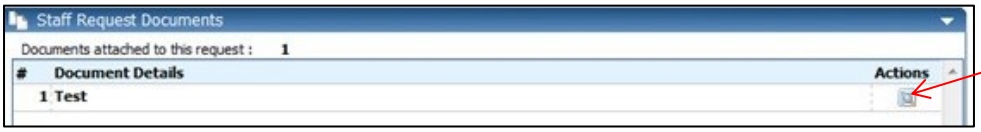

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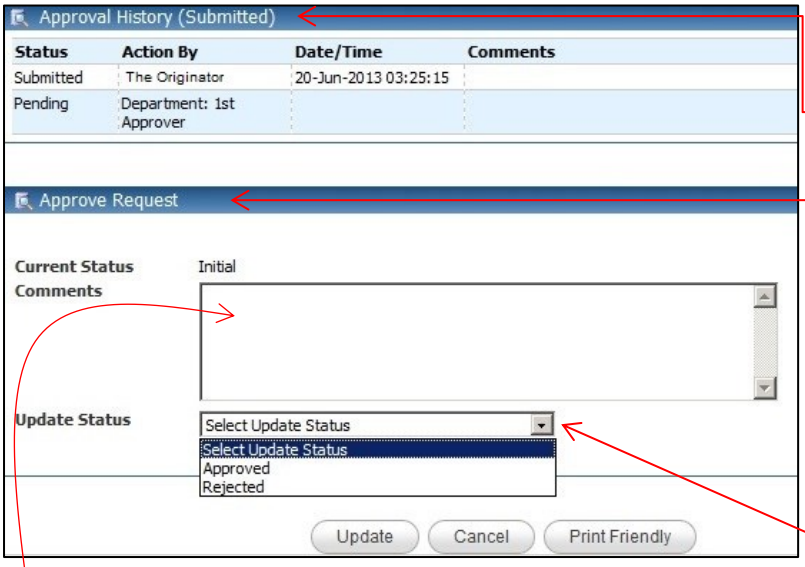


Approval History section

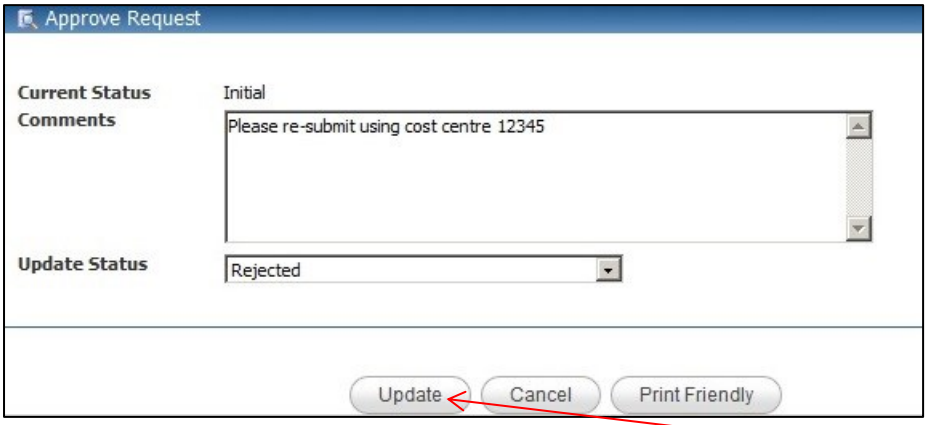
This section allows you to see the audit trail. If there is more than one 1st Approver, this will indicate if the request has been approved by a peer approver with date and time stamp. In this example we can see it has not been approved yet.

Approve Request section

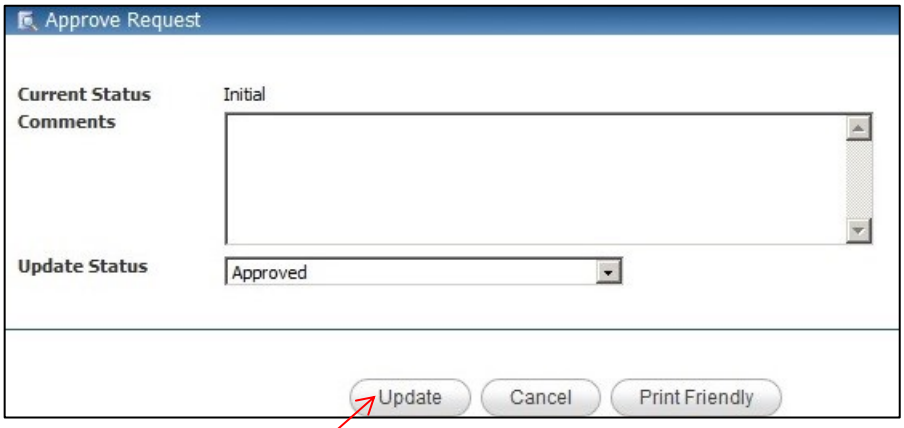
This section allows you to approve or reject the request by clicking on the **Update Status** drop down list.

Type any comments you wish to make in the **Comments** box. For example if the request does not have the correct cost code, the approver may reject the request and could also type the reason for rejecting the request in the **Comments** box. i.e. "Wrong cost code"

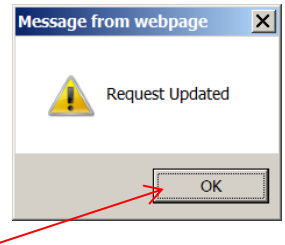
Click on the down arrow to open the Update Status drop down list and choose either Approve or Reject.



In this example, the staff request will be rejected. When the Status is showing Rejected and comments have been entered in the comments box, click on the **Update** button to make the change.



In this example, the staff request will be approved. When the Status is showing Approved and comments have been entered in the comments box, click on the **Update** button to make the change.



After clicking on the Update button, you will see a confirmation message. Click on **OK** button

NB: If you are rejecting the Staff Request it is strongly recommended that you provide a reason or recommendations for amendments

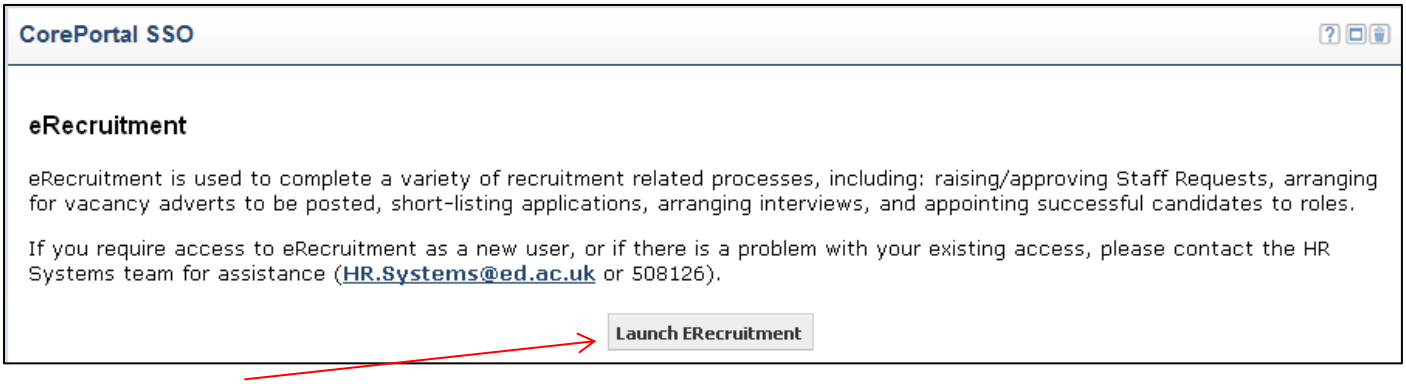
If you are the 1st Approver and have approved the Request, the 2nd Approver will be sent a notification confirming that there is something awaiting their approval.

If you are the 2nd Approver and have approved the Request, the Originator will be sent a notification confirming that their Staff Request has been approved.

If either the 1st or 2nd Approver rejected the staff request, the Originator will be sent a notification confirming this.

How to access a Staff Request approved by 1st Approver - not yet approved by 2nd approver

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab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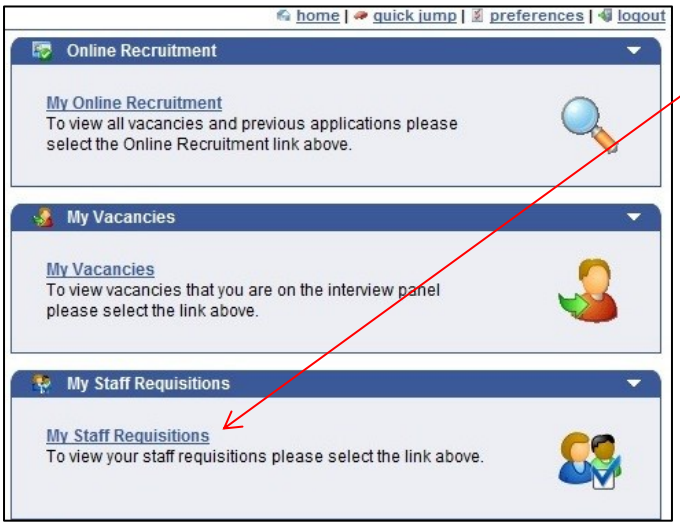
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My Staff Requisitions
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To view your staff requisitions please select the link above.

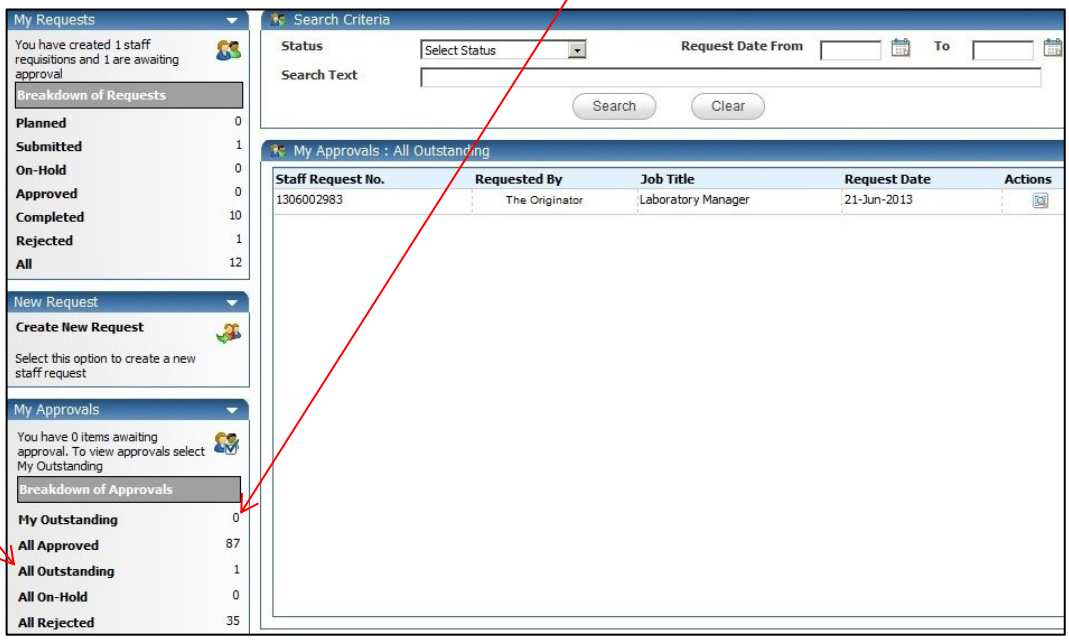
Click on **My Staff Requisitions**

After clicking on My Staff Requisitions, the default screen will be **My Requests: Planned**

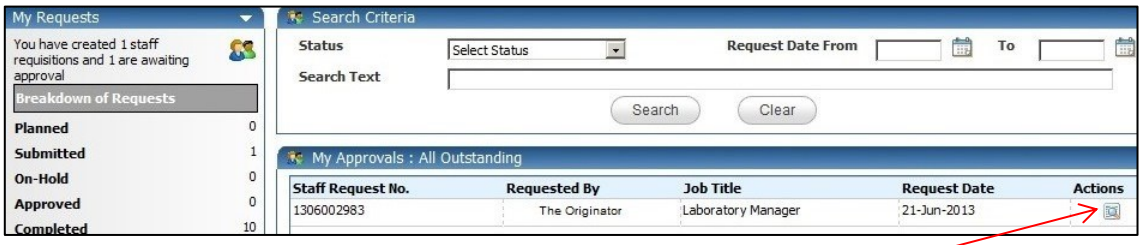
When the 1st Approver has approved the staff request, it will no longer be visible in the 1st Approvers **My Outstanding** section

However, it will be visible in the 1st Approvers **All Outstanding** section.

The 1st Approver can view the staff request by clicking on **All Outstanding**



Then a list of the staff requests that require approval will appear

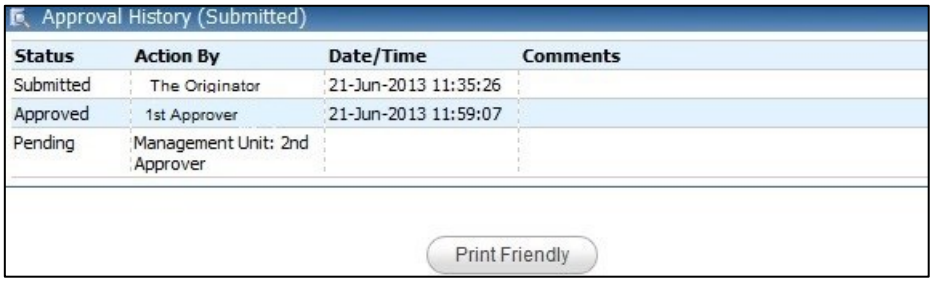


To access the staff request, click on the icon

A new window will open with the details of the Staff Request.
This will allow you to view details of the staff request for historical purposes.

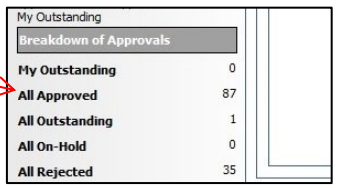
NB: If the 1st Approver is able to see the staff request in the **All Outstanding** section, this would indicate the 2nd Approver has not yet approved the request.

To verify this, scroll to the bottom of the window to the Approval History Section



Within this section, you can see the audit trail.

If the 1st approver and 2nd approver have approved, the staff request will show in the **All Approved** section.



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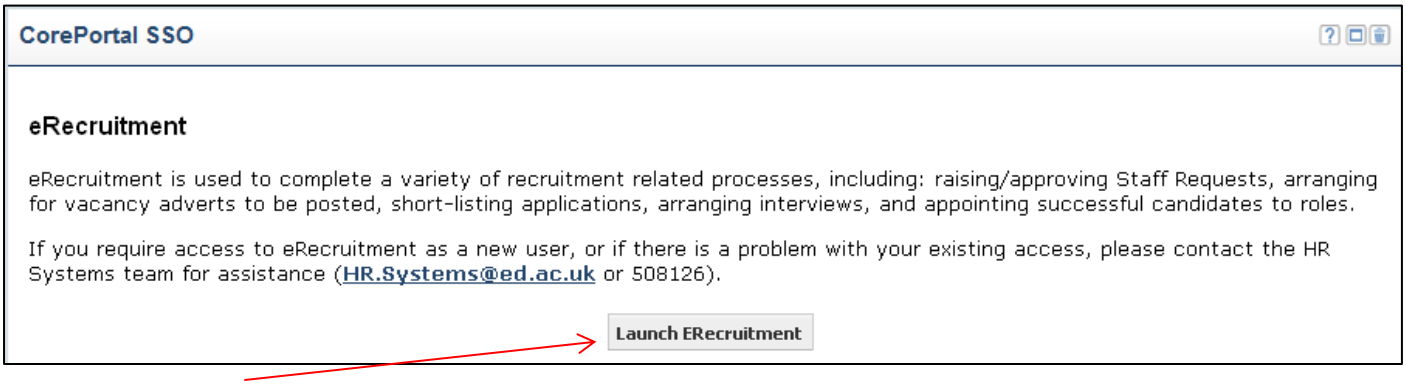
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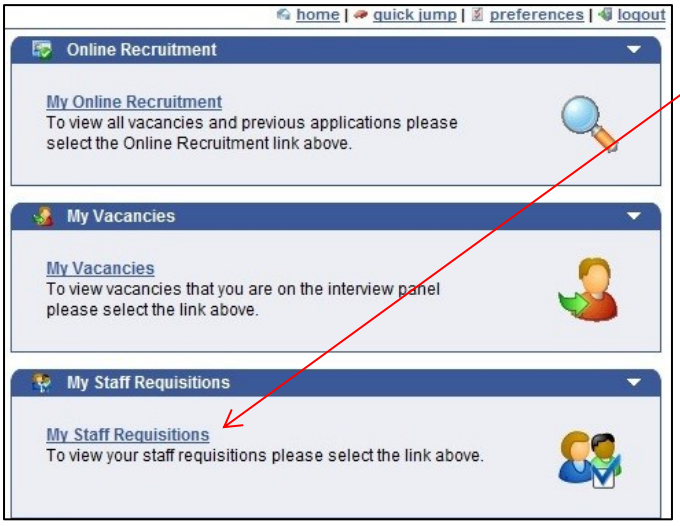
Click the **Launch ERecruitment** button to open the software.


home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

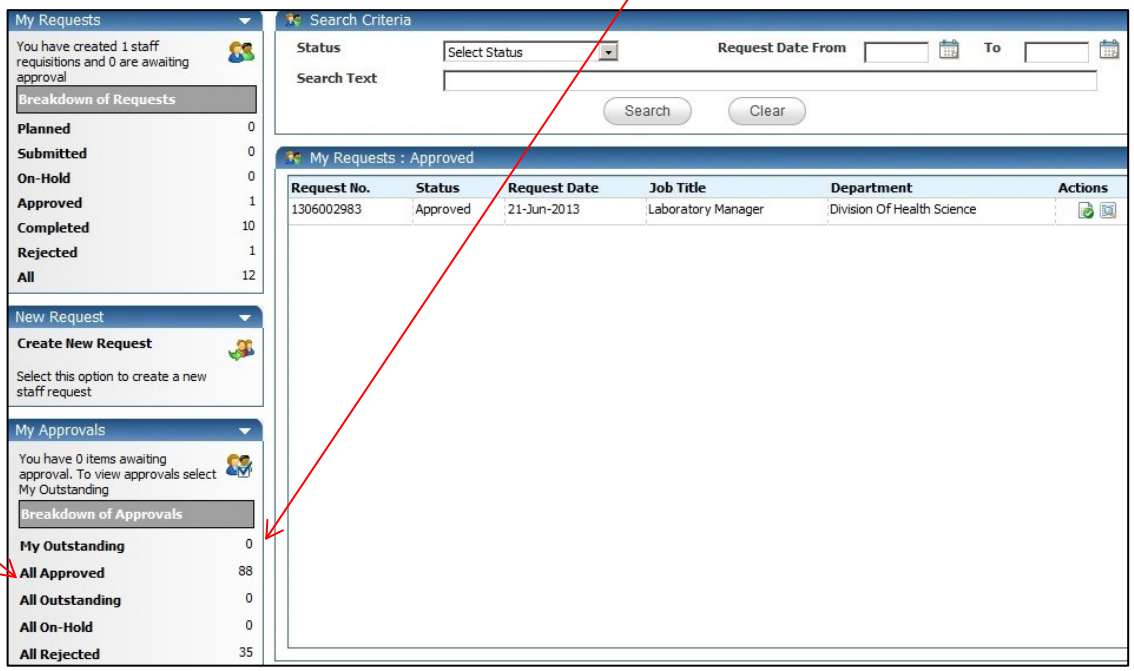
Click on **My Staff Requisitions**

After clicking on My Staff Requisitions, the default screen will be **My Requests: Planned**

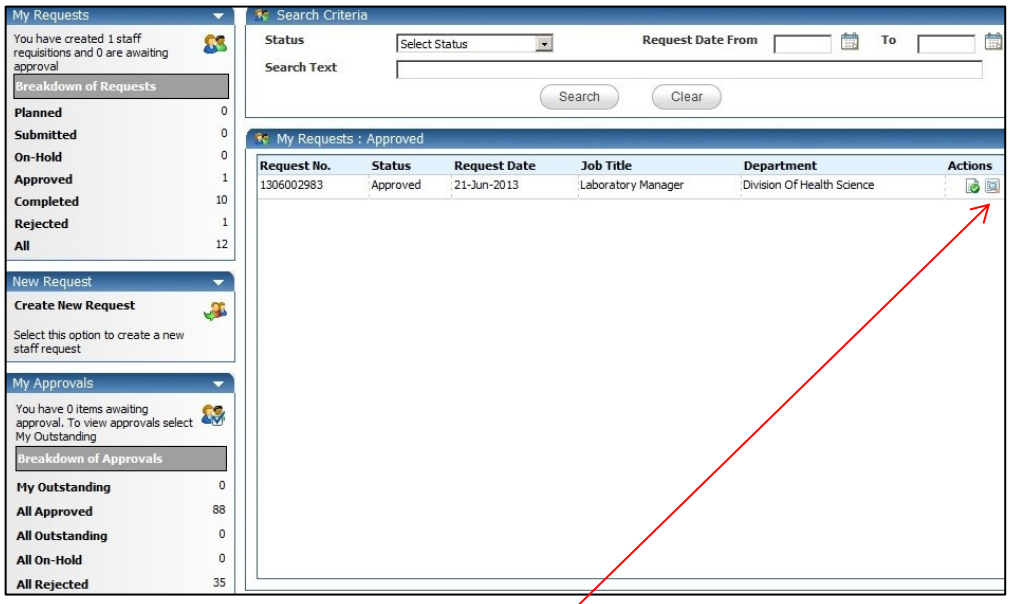
When the 2nd Approver has approved the staff request, it will no longer be visible in the 1st Approvers **All Outstanding** section

However, it will be visible in the **All Approved** section.

An approver can view the staff request by clicking on **All Approved**



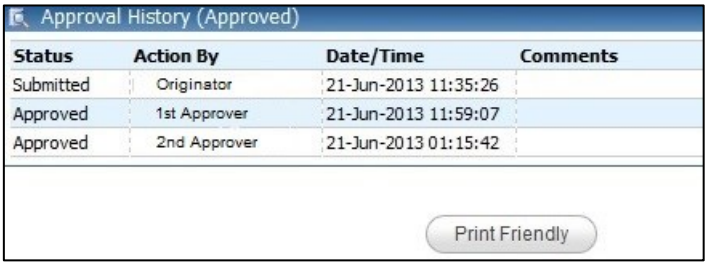
Then a list of the staff requests that have been approved by 1st and 2nd Approver will appear.



To access the staff request, click on the icon

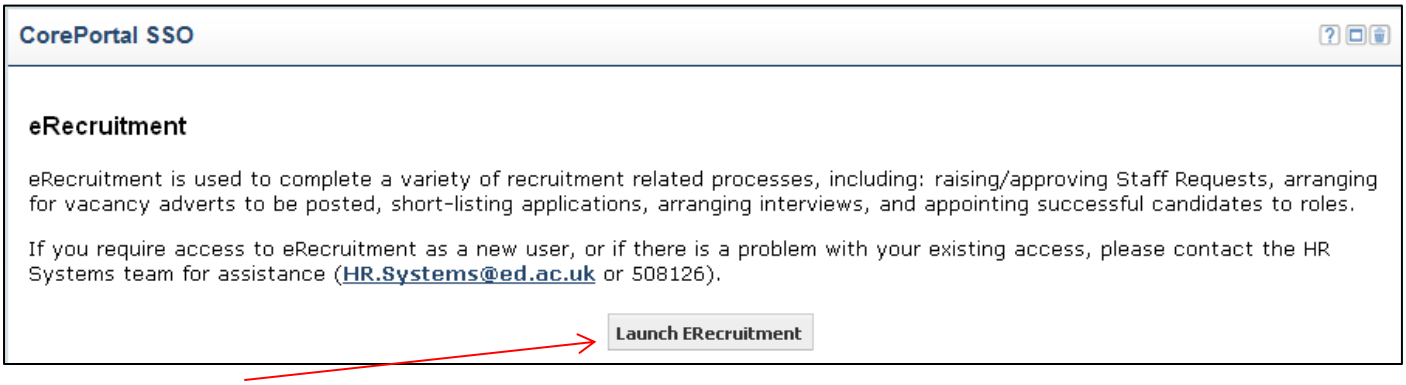
A new window will open with the details of the Staff Request.
This will allow you to view details of the staff request for historical purposes.

You can view the approval history by scrolling to the bottom of the window, looking at the Approval History.



How to access a Staff Request which has been rejected

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
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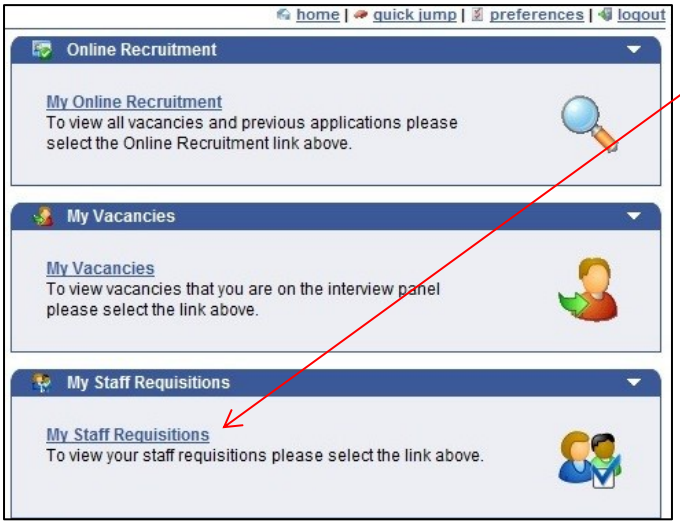
Launch ERecruitment

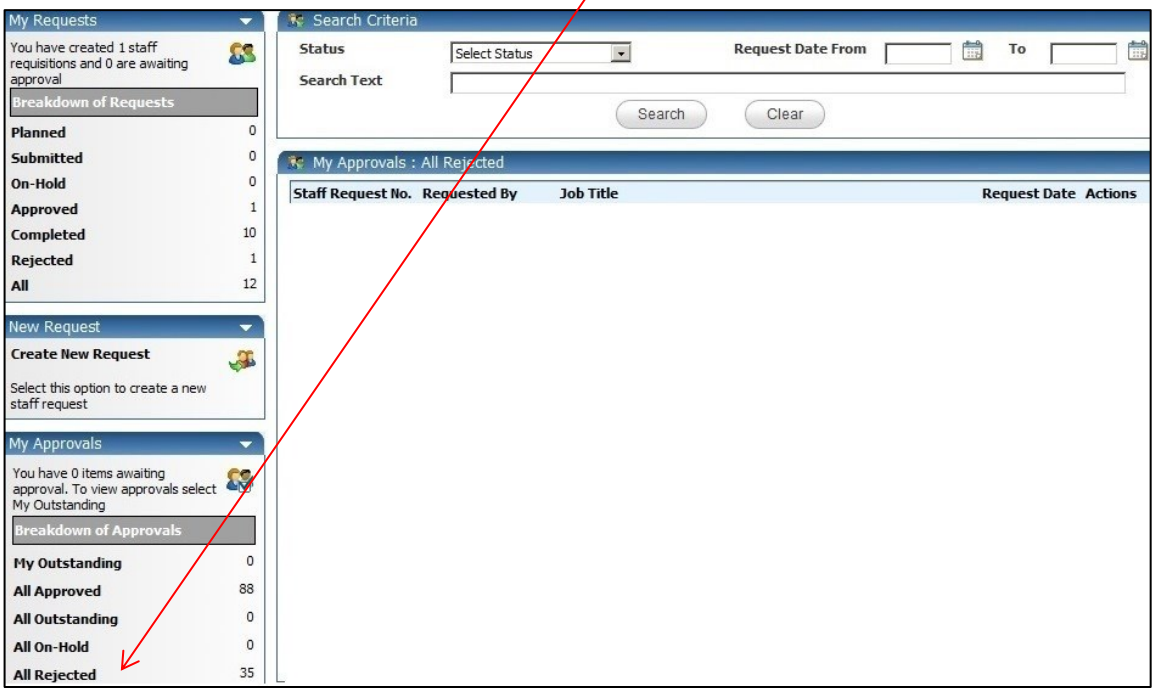
Click the **Launch ERecruitment** button to open the software.

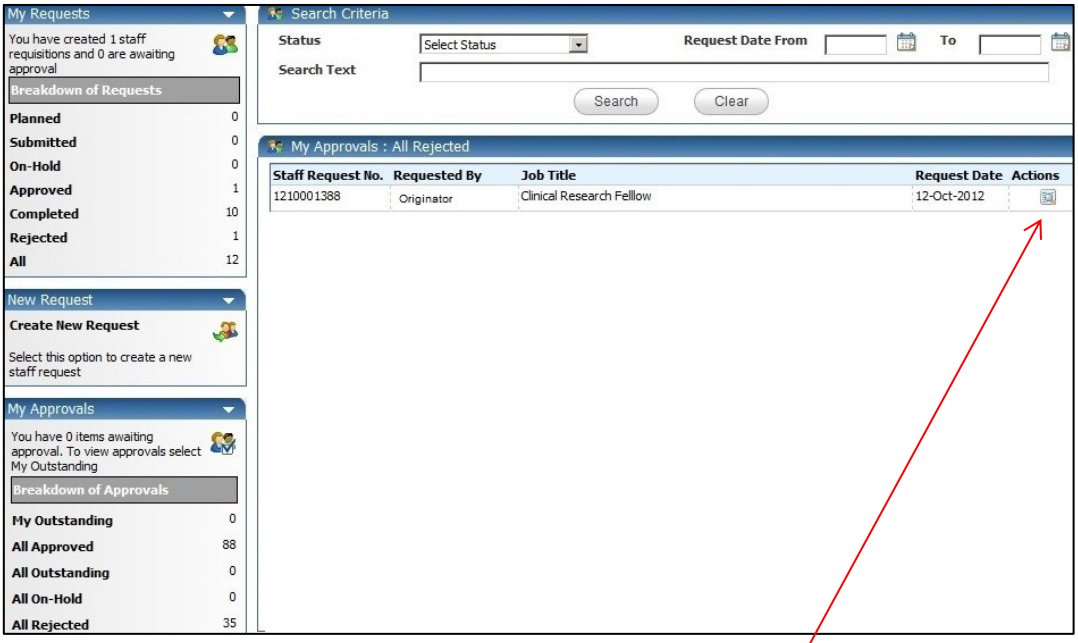

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**

After clicking on My Staff Requisitions, the default screen will be **My Requests: Planned**

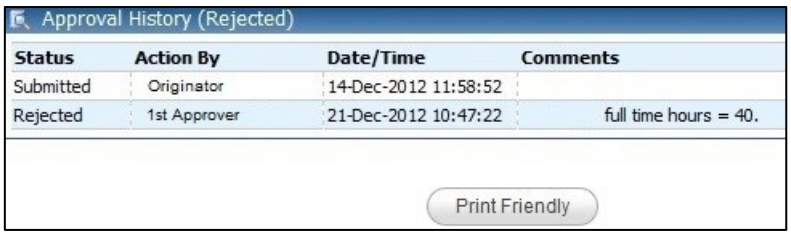
Click on **All Rejected**





To view the details of the staff request that has been rejected, click on the icon

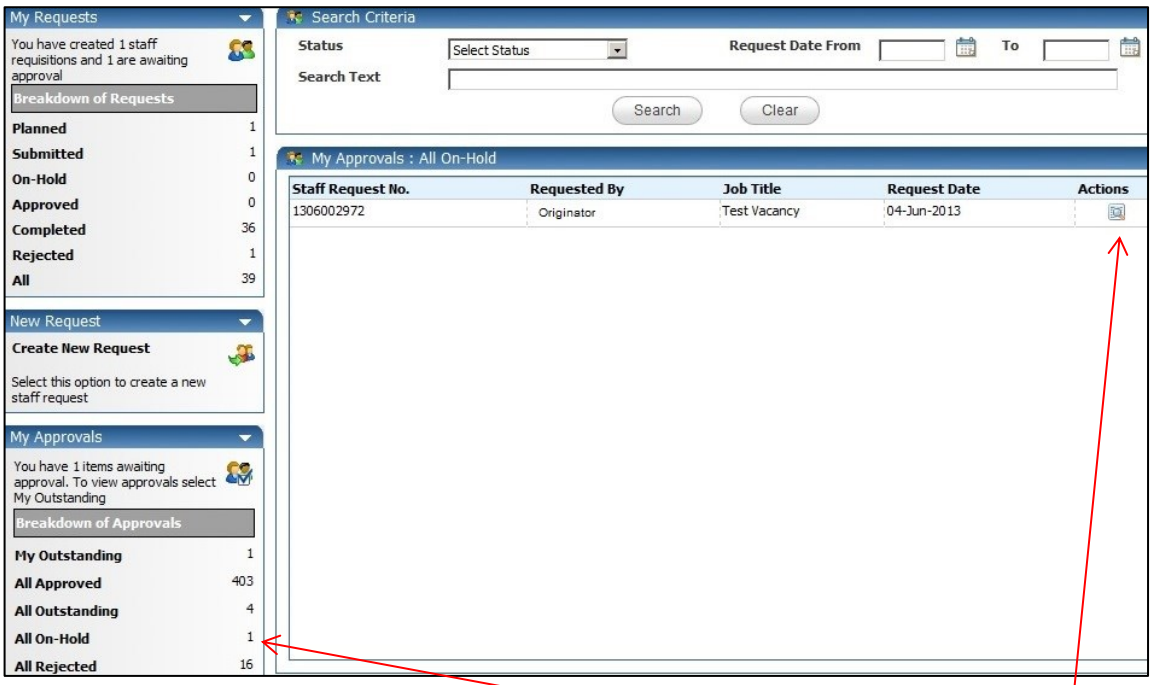
A new window will open with all the details of the staff request.
Scroll to the bottom of the window and you can view the details of why the staff request was rejected.



How to access a Staff Request which is on-hold

On the rare occasion that a staff request has been approved by both the 1st approver and the 2nd approver and an error has been spotted, requiring the vacancy to be put **on-hold** until further notice, Local HR or the HR systems team have the ability to stall the staff request from the eRecruitment back office.

This can only be done when the staff request is sitting in the All Approved section. If the staff request is sitting in the Outstanding or Rejected section, the staff request cannot be put **on-hold**.

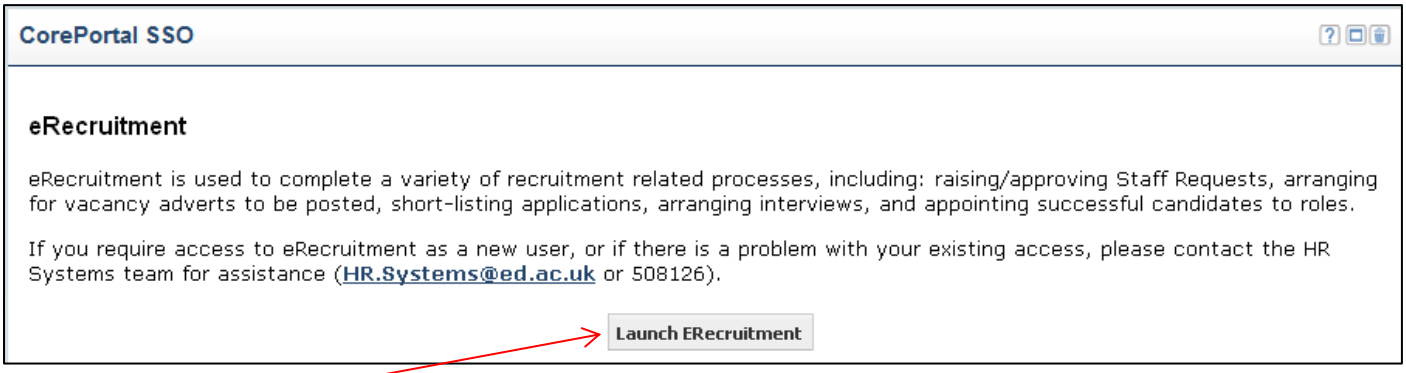


When the Staff Request has been put on-hold, you will see this in the **All On-Hold** section within My Approvals

To access the Staff Request which has been placed on hold, click on the icon

How to print a Staff Request

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
eRecruitment
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Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
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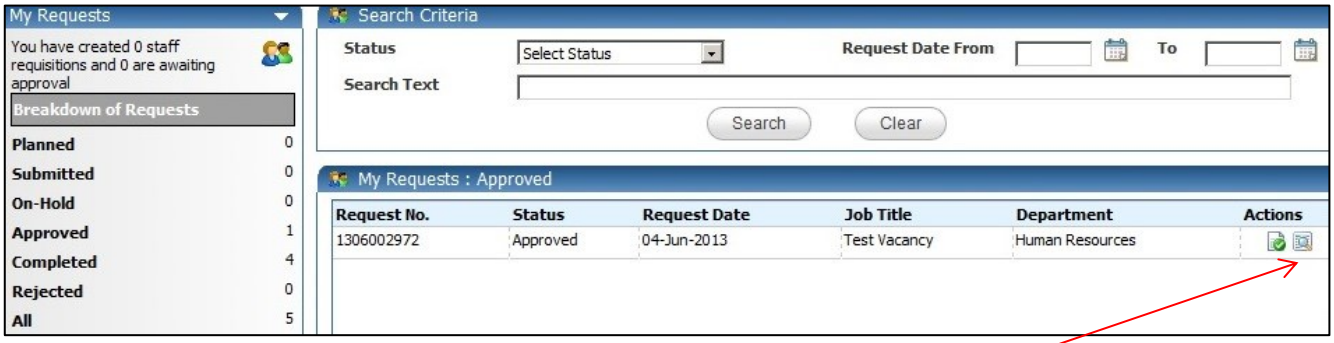
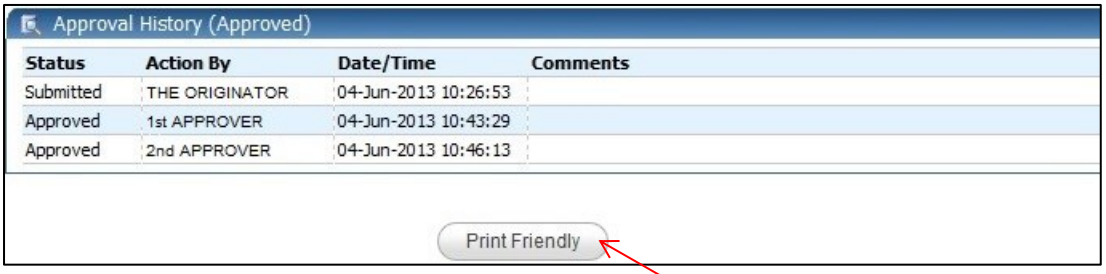
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on **My Staff Requisitions**



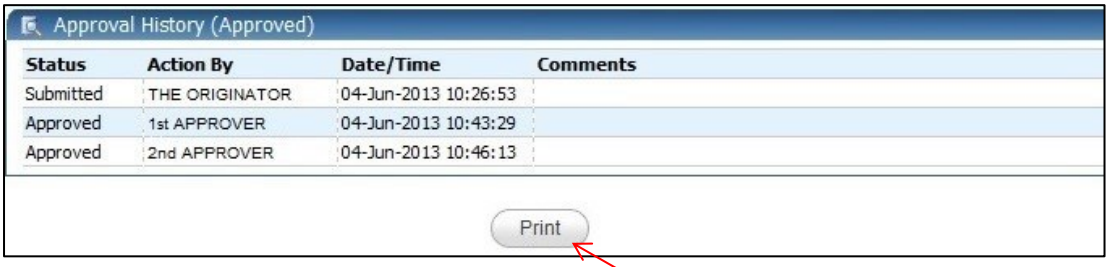
Open your staff request by clicking on the icon.

Scroll to the bottom of the staff request.



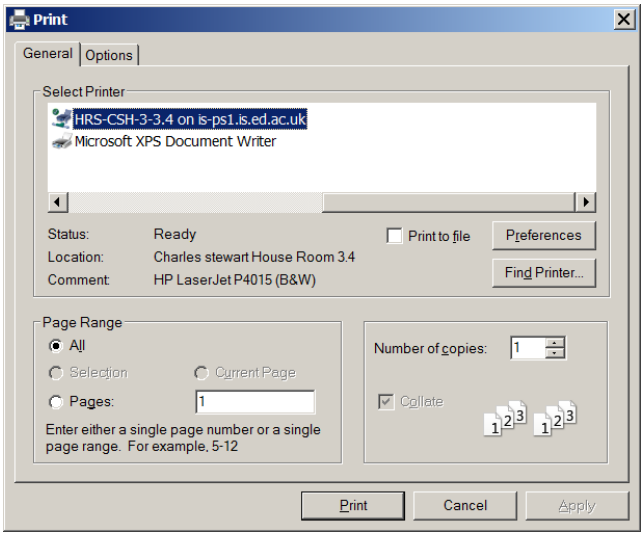
Click the Print Friendly button

A new window will open showing the Staff Request.
Scroll to the bottom of the opened window.



Click the Print button

This will open the print window to allow you to choose which printer you want to print to.

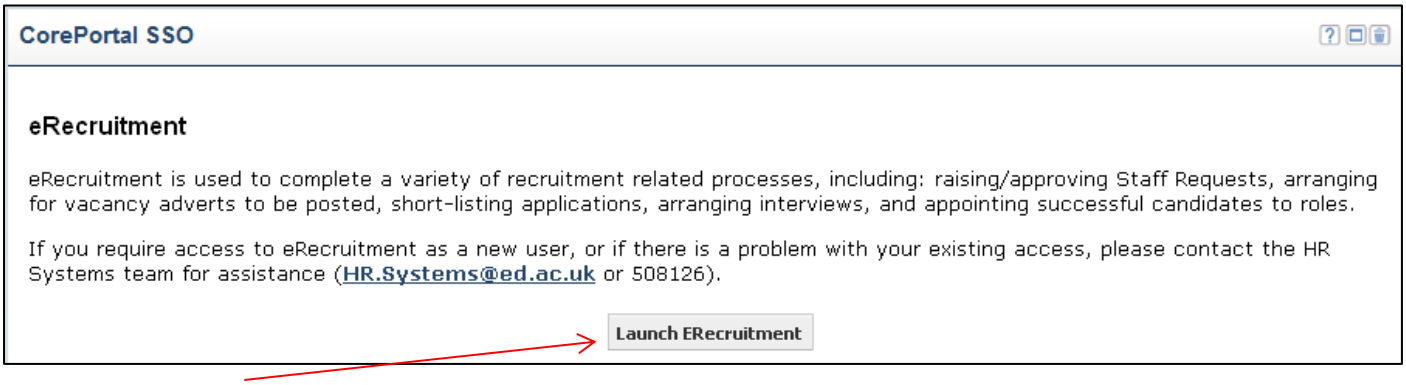


How the 1st Approver can approve or reject an Appointment

After the staff request has been approved the process continues until the successful candidate has been offered the role.

When the Recruiter has completed the Appointment details in the eRecruitment software, a system generated email will be sent to the 1st Approver notifying them an Appointment is awaiting approval.

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab


CorePortal SSO
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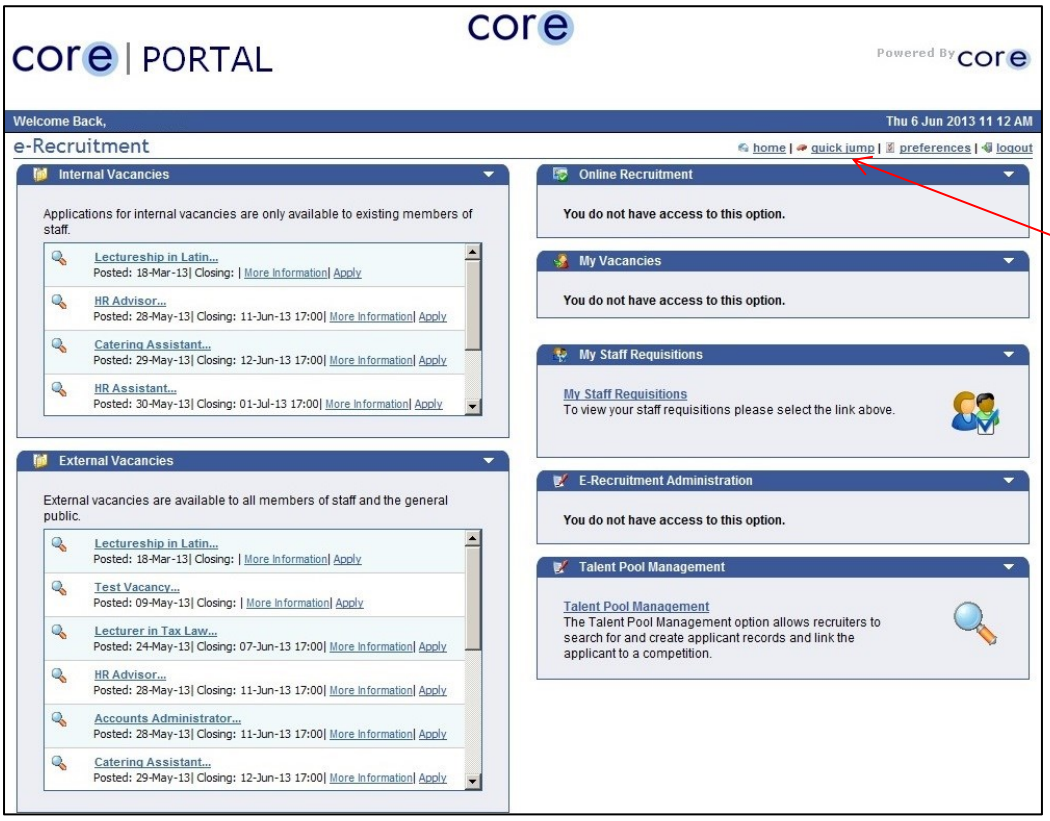
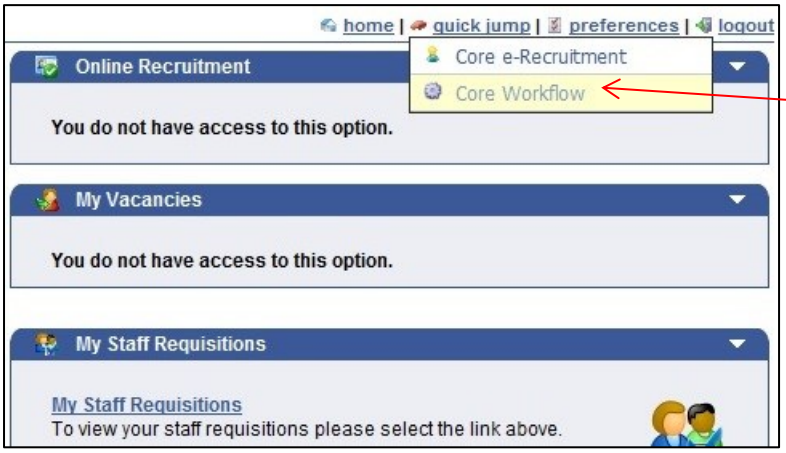
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:


core | PORTAL
Powered By core
Welcome Back,
Thu 6 Jun 2013 11 12 AM
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Lectureship in Latin...
Posted: 18-Mar-13| Closing: | More Information| Apply
HR Advisor...
Posted: 28-May-13| Closing: 11-Jun-13 17:00| More Information| Apply
Catering Assistant...
Posted: 29-May-13| Closing: 12-Jun-13 17:00| More Information| Apply
HR Assistant...
Posted: 30-May-13| Closing: 01-Jul-13 17:00| More Information| Apply
External Vacancies
External vacancies are available to all members of staff and the general public.
Lectureship in Latin...
Posted: 18-Mar-13| Closing: | More Information| Apply
Test Vacancy...
Posted: 09-May-13| Closing: | More Information| Apply
Lecturer in Tax Law...
Posted: 24-May-13| Closing: 07-Jun-13 17:00| More Information| Apply
HR Advisor...
Posted: 28-May-13| Closing: 11-Jun-13 17:00| More Information| Apply
Accounts Administrator...
Posted: 28-May-13| Closing: 11-Jun-13 17:00| More Information| Apply
Catering Assistant...
Posted: 29-May-13| Closing: 12-Jun-13 17:00| More Information| Apply
Online Recruitment
You do not have access to this option.
My Vacancies
You do not have access to this option.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.
E-Recruitment Administration
You do not have access to this option.
Talent Pool Management
Talent Pool Management
The Talent Pool Management option allows recruiters to search for and create applicant records and link the applicant to a competition.

Click on **Quick Jump**


home | quick jump | preferences | logout
Core e-Recruitment
Core Workflow
Online Recruitment
You do not have access to this option.
My Vacancies
You do not have access to this option.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Click on Quick Jump

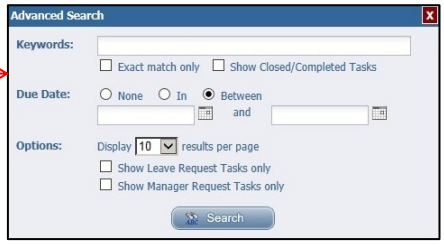
Then Core Workflow

It will take a few second for the next screen to load and a circular arrow will rotate whilst the screen is loading

After the screen has loaded, a list of items awaiting your approval will display.

If there are many pages of items and you are looking for a specific item, you can scroll through the pages using the scroll buttons.

Alternatively, click on **Advanced Search** which will give you more options to find a specific item.



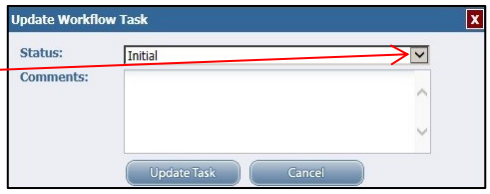
After the list of items is visible, you can view details of the appointment by clicking on the icon

View Workflow Task Detail
Process:
Appointment Approval CSG & SAS (excl AS)
Task:
Approval of Appointment at Offer Stage
Workflow ID:
2013062301188540
Subject:
Joe Bloggs1
Status:
Initial
Action:
Initial
Start Date:
23rd June 2013
Completed Date:
Due Date:
28th June 2013
Overdue By:
Not overdue
Notification Subject:
Please confirm if you approve the appointment offer
Notification Message:
Dear Approver, The following applicant A29628 Joe Bloggs1 has been offered the position outlined below. Staff Request ID 1305002791 Hours 35 Vacancy Ref: 009582 Department: Human Resources Job Title: Test Vacancy Start Date: 01-JUL-13 Contract End Date (if applicable): Grade UE05 (£20,764 - £24,049) Point 4 Salary £22700 p.a. Status New employee UoE
Documents:
Document Name
Document Type
Options
No documents to display.
Comments:

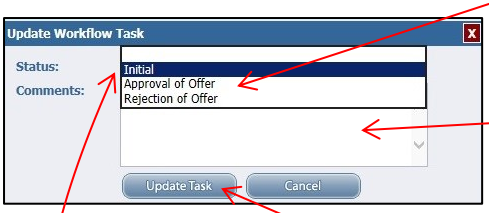
The task details will look something like this

After the Approver has viewed details of the appointment to confirm the correct appointment is on the screen, the approver can then choose to approve or reject the appointment.

To approve or reject an appointment, click on the icon



Click the dropdown list to choose either **Approve**; or **Reject**



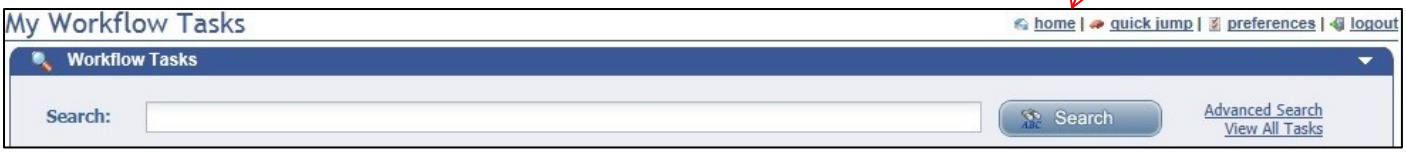
Then type any comments in the **Comments** box

It is mandatory to enter text in the Comments box.
If you have no specific comments to add, enter 'Approved' or 'Rejected' as appropriate in this box

Then click on the **Update Task** button and then click **OK**

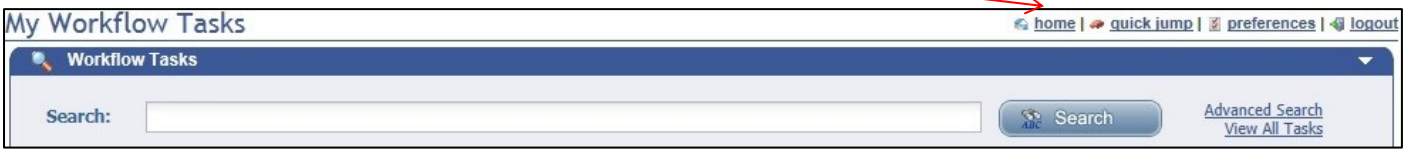
It is possible for the approver to only add comments to the appointment and not actually Approve or Reject the appointment. To do this, the approver would choose **Initial** from the drop down list and then type details in the comments box. This would allow the approver the option to return to at a later date to approve or reject

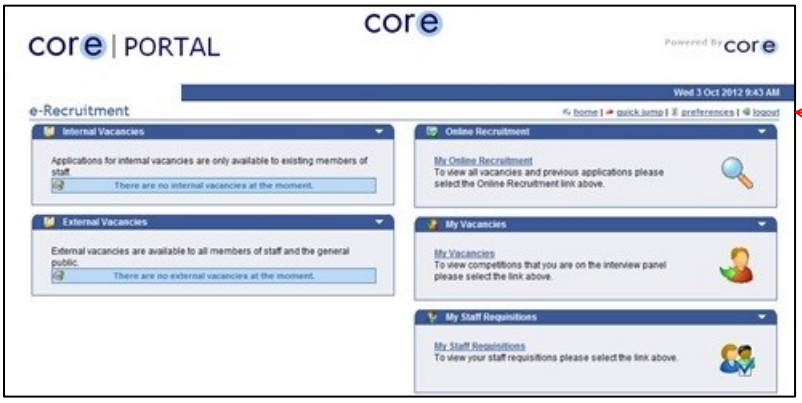
When the appointment has been approved or rejected, the approver can return to the main screen by clicking on **home**



How to exit the eRecruitment system

From the Workflow Tasks screen, click on home




core | PORTAL
core
Powered By core
Wed 3 Oct 2012 9:43 AM
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff
There are no internal vacancies at the moment.
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
External Vacancies
External vacancies are available to all members of staff and the general public.
There are no external vacancies at the moment.
My Vacancies
My Vacancies
To view competitions that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Then click on **Logout**